# Business Case Template

The Business Case is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorized for release once all signatures have been obtained.

PREPARED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_/\_\_\_/\_\_\_

(for acceptance) (<name>)

ACCEPTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_/\_\_\_/\_\_\_

(for release) (<name, title>, Business Case Sponsor)

## Introduction/Background

*This is used to introduce the business problem, briefly describe what has happened in the past to address the problem, and what the current status is at the time of writing the Business Case. In other words, set the scene for the rationale or reason(s) for developing the Business Case at this particular time?*

## Overview

**Vision**

*What is the goal of the project, what is it expected to deliver? A high level description of the objective(s) of the recommended option contained in this Business Case (a one liner).*

**Organizational Objective**

*All projects should relate to and produce results that relate to a pre-defined organizational goal(s). This should be included here. The relationship between this initiative and the Corporate/Strategic plan should be described. The Relationship to the implementation of the Tasmania Together benchmarks should also be described.*

## The Business Case

**Purpose of the Business Case**

*Why is the Business Case being produced?*

*Generally it is to:*

* *define the business need or problem in detail,*
* *analyse options (where resources have already been allocated this may involve determining what can be delivered with those resources),*
* *identify costs, benefits and risks, and*
* *to put forward a proposal to senior management for approval to proceed with the project, or to the funding source for approval for funding for the project.*

**Business Case Sponsor**

*Who is sponsoring the development of the Business Case?*

**Assumptions and Constraints**

*It is essential that assumptions made during the planning process are recognised and recorded.*

*Any requirements for specialist resources or skills should be identified and any dependencies that exist with other projects or initiatives.*

*Do not create any if you can’t identify any!!*

## Identification and Analysis of Options

*This is a high level analysis of the possible alternatives that could be employed to bridge the gap between the current situation and what is proposed, as outlined in Section 4.*

**Identification of Options**

*List the options that were identified for analysis. Generally if a detailed analysis of options is required, then fewer significant options are preferable to many. Some options that may need to be considered are:*

*Option 1- Do nothing*

*Option 2 - An option that would achieve the same result as the preferred option*

*Option 3 - The preferred option*

**Option 1 - <Description>**

*For each option, the following information should be provided:*

* *Benefits / dis-benefits;*
* *Costs;*
* *Risks;*
* *Stakeholder impact;*
* *Issues; and*
* *Other evaluation or filter criteria, if appropriate.*

*Note: For many initiatives the benefits/dis-benefits are not directly quantifiable or financial, for example improvements in service delivery or achievement of Government policy objectives. A possible way of assessing these is included in Appendix A. This requires all major stakeholders to be identified. An optional risk analysis worksheet is included in Appendix B.*

*Costs should include the cost for producing all of the outputs (deliverables), project management costs, risk management costs and quality management costs. These include direct, indirect and recurrent costs to provide a full picture of the associated costs for each option.*

**Option 2 - <*Description>***

*Repeat the process as per Option 1.*

**Option 3 - <*Description>***

*Repeat the process as per Options 1 and 2.*

**Comparison of Options**

*Compare the options by summarising the benefits, dis-benefits, costs, risks and issues. The following table is an example.*

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Option 1 | Option 2 | Option 3 |
| Benefits:   * Stakeholder A * Stakeholder B | *Express in terms of $ or processes/efficiencies that will improve* |  |  |
| Cons:   * Stakeholder A * Stakeholder B | List costs or inefficiencies that may occur. |  |  |
| Costs:   * direct * indirect * recurrent | Lists all costs required. Also mention lifecycle costs that are required for final project deliverables. |  |  |
| Return on Investment:   * Initial Investment * Period * Rate of Return |  |  |  |
| Stakeholder Impact: | What would happen if this decision is not taken |  |  |

**Recommended Option**

*The recommended option from the previous analysis should be identified here.*